



Non-Merit Job Vacancy Announcement

DIVISION DIRECTOR OF CORRECTIONS TRAINING

Pay Grade:	19	Position Type:	Full Time
Salary or Range:	Salary Range of pay is \$56,756.88 to \$75,190.08 annually	Work Schedule:	Mon-Fri
FLSA Designation:	Exempt	Work Week:	37.5

Agency: Justice And Public Safety Cabinet
Work Address: 3001 West Highway 146
LaGrange, Ky 40031
Work County: Oldham

AGENCY COMMENTS:

Under the supervision of the Deputy Commissioner, the division director provides overall general direction for all branches within the Division of Corrections Training. The Director is responsible for directing and implementing policies and programs that are consistent with all federal and state laws and regulations.

DESCRIPTION OF JOB DUTIES:

Provide leadership and direction to all Corrections Training locations across the state.
Oversee budget management functions for the division.
Provides general guidance through subordinates to local offices regarding program plans along with their development, implementation, and evaluation
Confer with and advise agency heads concerning legal questions and furnish written opinion or assign, under direct supervision, such requests to staff members.
Provide technical assistance and interpretation of rules and regulations to agency heads, deputy agency heads, and other directors. Assure Kentucky is current with all training initiatives.
Develop new employee orientation and continuing training curriculum for all Corrections staff.
Represents the division/department or cabinet on task forces, committees, councils or meetings, as well as state and national conferences.

MINIMUM REQUIREMENTS:

EDUCATION:

Sufficient education which would assure the knowledge, skills and abilities to accomplish agency objectives.

EXPERIENCE:

Sufficient professional level administrative experience which would assure the knowledge, skills and abilities to

accomplish agency objectives.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: 3/18/2016)

[Posted on: 3/8/2016]

Complete an Unclassified Service State Application at <https://personnel.ky.gov/NonMeritCandidate/> and submit a resume and letter of interest to Kim Potter-Blair at Kimberly.Potter-Blair@ky.gov or MaryAnn Sullivan at MaryAnn.Sullivan@ky.gov Applications can also be mailed to Kim Potter-Blair at 275 East Main Street, Frankfort, KY 40602.

Contact Name: Kim Potter-Blair Or
Maryann Sullivan

Contact Method: Kimberly.Potter-Blair@ky.gov
MaryAnn.Sullivan@ky.gov

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMODATIONS ARE RPOVIDED UPON REQUEST.